

# HACCP-Based SOPs

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## Glove and Utensil Use

**PURPOSE:** To prevent foodborne illness by contaminated hands. Gloves or utensils will be used for handling all ready-to-eat foods.

**SCOPE:** This procedure applies to anyone who handle, prepare, and serve food.

**KEY WORDS:** Ready to Eat (RTE) foods, Handwashing, Cross-Contamination

### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Food service gloves must be used when handling all Ready to Eat (RTE) foods.

All employees in school foodservice must:

1. Wash hands thoroughly prior to putting on gloves and when gloves are changed. Reference *Washing Hands* SOP.
2. Change gloves when:
  - beginning each new task.
  - they become soiled or torn.
  - they are in continual use for four hours.
  - finished handling raw meat and before handling cooked or ready-to-eat foods.
3. Use utensils, such as deli-tissue, spatulas, or tongs, as an alternative to gloves.
4. Cover cuts and sores on hands, including fingernails, with clean bandages. If hands are bandaged, clean gloves or finger cots (protective coverings) should be worn at all times to protect the bandage and to prevent it from falling into food.

The unit supervisor will:

1. Purchase non-latex gloves in appropriate sizes.
2. Purchase appropriate utensils.
3. Observe all employees daily to ensure that they are following procedures.
4. Follow up as necessary.

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### **Glove and Utensil Use, continued**

#### **MONITORING:**

1. A designated employee will visually observe the food service glove and utensil practices of the foodservice staff while handling RTE foods.
2. The designated employee will visually observe that handwashing is performed properly before putting on gloves.

#### **CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Ask employees that are observed not using gloves at the appropriate times to follow procedure immediately.
3. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
4. Retrain employee to ensure proper food service glove use.

#### **VERIFICATION AND RECORD KEEPING:**

The foodservice manager will complete the Food Safety Checklist as directed by the district to indicate that glove use is being conducted as specified. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

**DATE REVIEWED:** \_\_\_\_\_ **BY:** \_\_\_\_\_